

Memorandum



CLERK OF THE BOARD

Date:

2011 APR 26 AM 1:21

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

CLERK, CIRCUIT & COUNTY COURTS
DADE COUNTY, FLA.
#1

From: Alina T. Hudak
County Manager

Subject: Recommendation to Establish a Pre-qualification Pool for Purchase of
Multifunctional Devices (Copier, Fax, and Scanning Equipment), Maintenance,
and Solutions

RECOMMENDATION

It is recommended that the Board of County Commissioners establish a pre-qualification pool of vendors for subsequent spot market competitions to purchase and/or lease multifunctional devices (Copier, Fax, and Scanning Equipment), maintenance, and solutions.

CONTRACT NUMBER: 9301-0/20

CONTRACT TITLE: Pre-qualification Pool for Purchase of Multifunctional
Devices, Maintenance, and Solutions

DESCRIPTION: To establish a pre-qualification pool of vendors for
purchase and/or lease of multifunctional devices,
maintenance and solutions for various County
departments through subsequent spot market
competitions.

TERM: The contract term for the pool will be for ten years.
Individual leases are established for two, three, or five
year periods.

APPROVAL TO ADVERTISE: March 22, 2010

CONTRACT AMOUNT: \$34,000,000

**PREVIOUS CONTRACT
AMOUNT:** \$34,648,847 for a seven-year term

USING/MANAGING AGENCIES AND FUNDING SOURCES:

| Department | Allocation | Funding Source | Contract Manager |
|--|------------|--------------------------------------|------------------|
| Animal Services Department | \$ 47,000 | General Fund/Proprietary Funds | Angel Villarreal |
| Building and Neighborhood Compliance Department | \$ 280,000 | General Fund/Proprietary Funds | Stanley Krafick |

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Honorable Chairman Joe A. Martinez
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|---|---------------------|------------------------------------|-----------------------------------|
| Consumer Services Department | \$ 95,000 | General Fund/Proprietary Funds | Mayra Beltran Myra Marlow |
| County Attorney's Office | \$ 19,000 | General Fund | Shirley McElroy |
| Department of Planning and Zoning | \$ 92,000 | General Fund/ Proprietary Funds | Manuel Blanco |
| Department of Procurement Management | \$ 68,000 | Proprietary Funds | Marcia Casamayor |
| Department of Solid Waste Management | \$ 271,000 | Proprietary Funds | Olga Espinosa-Anderson |
| Elections Department | \$ 30,000 | General Fund | Patricia Prochnicki |
| Finance Department | \$ 190,000 | Proprietary Funds | Armando Fresnedo |
| General Services Administration | \$ 524,000 | Internal Service Funds | Kelly Castellar |
| Government Information Center | \$ 45,000 | General Fund | Regla Lee |
| Juvenile Services Department | \$ 233,000 | General Fund | Cindy Akerman |
| Office of Capital Improvements | \$ 40,000 | Proprietary Funds | Eugene Codner |
| Office of Citizens' Independent Transportation Trust | \$ 15,000 | PTP Funds | Marlene Amaro |
| Office of Inspector General | \$ 32,000 | General Fund | Maria McNally Cathy O'Sullivan |
| Office of the Clerk | \$ 1,900,000 | Clerk's Revenue | Dee Harvard |
| Public Works Department | \$ 217,000 | General Fund | Ruth Rodriguez |
| Medical Examiner Department | \$ 109,000 | General Fund | Theresa Bryant |
| Miami-Dade Aviation Department | \$ 1,730,000 | Proprietary Funds | Neivy Garcia |
| Miami-Dade Board of County Commissioners | \$ 225,000 | General Fund | Miriam Rivero |
| Miami-Dade Fire Rescue Department | \$ 310,000 | Fire District Funds | Marianela Betancourt |
| Miami-Dade Police Department | \$ 1,300,000 | General Fund | Joy Stewart |
| Miami-Dade Public Housing Agency | \$ 420,000 | Federal Funds / Proprietary | Barry Cowwins |
| Miami-Dade Transit | \$ 1,500,000 | MDT Operating (non-federal) | Daryl Hurston |
| Vizcaya Museum and Gardens | \$ 14,000 | Proprietary Funds | Anabel Miro |
| Total: | \$9,706,000* | | |
| The allocations and funding sources have been reviewed and approved by the Office of Strategic Business Management. There is no fiscal impact beyond what is stated in this award recommendation. | | | |

*The departmental allocations are based on departments' current lease payments for three and five year lease agreements. These departmental allocations are the basis for the estimated allocation of \$34,000,000 required for a ten-year period, assuming the departments re-solicit at the end of their respective lease terms.

Miami-Dade Transit has confirmed that no Federal funds will be used for this contract.

DPM OFFICER: Leonard Gonzalez

METHOD OF AWARD: To all responsive and responsible bidders who meet the pre-qualification requirements as specified in the solicitation for participation in future spot market competitions. Additional qualified vendors may be added at any time during the contract term.

**VENDORS RECOMMENDED
FOR AWARD:**

| Vendor | Address | Principal |
|--|--|-------------------|
| Barlop Inc (Local Vendor) | 8376 NW 68 th Street Miami, FL 33166 | Madelyn Lopez |
| Canon Business Solutions (Non-Local Vendor) | 300 Commerce Square Blvd Burlington, NJ 08016 | Ryoichi Bamba |
| Konica Minolta Business Solutions (Non-Local Vendor) | 100 William Drive Ramsey Lakes, NJ 07466 | Jun Haraguchi |
| Sharp Business Systems (Non-Local Vendor) | Sharp Plaza Box B Mahwah, NJ 07430 | Koshima Daisuke |
| Toshiba Business Solutions (Non-local Vendor) | 6401 Nob Hill Road Tamarac, FL 33321 | Matthew L. Barnes |
| Xerox Corporation (Non-Local Vendor) | 45 Glover Avenue Norwalk, CT 06856 | Burns M. Ursula |
| Zeno Office Solutions (Non-Local Vendor) | 1101 N Ward Street Tampa, FL 33607 | Rick Lott |

**VENDORS NOT RECOMMENDED
FOR AWARD:**

The vendors that are not recommended for award may be added to the pool after complying with all qualifying requirements.

Ikon Office Solutions: The County Attorney's Office determined that the bid submitted by this vendor is non-responsive as the entire bid was marked confidential. (Copy of the CAO opinion is attached)

PC Solutions Integrations: Vendor did not provide a certificate or letter of authorization from Original Equipment Manufacturer.

Suntone Office Solutions: Vendor did not provide a certificate or letter of authorization from Original Equipment Manufacturer.

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| PERFORMANCE DATA: | There are no performance issues with the recommended firms. |
| COMPLIANCE DATA: | There are no compliance issues with the recommended firms. |
| CONTRACT MEASURES: | <p>Selection Factor: A Small Business Enterprise Selection Factor will be applied in accordance with the Ordinance.</p> <p>Bid Preference: A Small Business Enterprise Bid Preference will be applied in accordance with the Ordinance.</p> |
| LIVING WAGE: | The services being provided are not covered under the Living Wage Ordinance. |
| USER ACCESS PROGRAM: | The User Access Program provision will apply. The 2% program discount will be collected on all purchases where permitted by funding source. |
| LOCAL PREFERENCE: | The Local Preference will be applied in accordance with the Ordinance. |
| ESTIMATED CONTRACT COMMENCEMENT DATE: | Upon approval by the Board of County Commissioners and expiration of the mayoral veto period. |

BACKGROUND

This solicitation will establish a pre-qualified pool of vendors which will be used by County departments for purchase and/or lease of multifunctional devices, maintenance, and solutions. A multifunctional device is an office machine which incorporates the functionality of multiple devices in one, such as copying, faxing, scanning, and printing. A Solution is an approach based on vendor analysis of department's processes, workflow and efficiencies and how a combination of various multifunctional devices, services, and software may reduce costs and improve efficiencies

All of the devices procured through this contract must be ENERGY STAR compliant, be able to operate satisfactorily using 100% Post Consumer Waste (PCW) paper, meet or exceed Emissions Standards for ozone, dust, and styrene, and provide the County the availability of a toner cartridge recycling program. This contract will take advantage of all emerging technology that promotes the sustainability of our environment such as the use of non-petroleum based toners and inks.

County departments may invite pre-qualified vendors to analyze their internal processes, workflows and efficiencies in order to develop a cost effective and efficient solution to reduce business costs. The proposed approach may take into account the specific needs of each department, current inventory of equipment, equipment type and functionality, copy and print

volumes, and the processes necessary to create and distribute documents within each department. Results may include the removal of individual desktop printers and utilizing a centralized printing device that can print quicker and at a reduced cost. A combination of devices with intelligent software may also be proposed as they can automatically route print jobs to the best suited device or perform mass faxing of documents. This approach differs from the present method of acquiring multifunctional devices where the devices are replaced based on low price once the lease term matures and/or the device is beyond repair. Additionally, the pre-qualified vendors will be invited to submit pricing to establish an annual fixed pricing schedule for County departments to lease, purchase and maintain multifunctional devices.

The requested allocation is a conservative estimate based on the usage in all contracts for purchase, lease, and maintenance of multifunctional devices. The contracts used by the County will be eventually phased into this countywide master agreement as the leases and maintenance terms expire.

Additional vendors who meet the pre-qualification criteria may be added to the pool at any time during the term of the contract.



Assistant County Manager